

Wrap Up Session

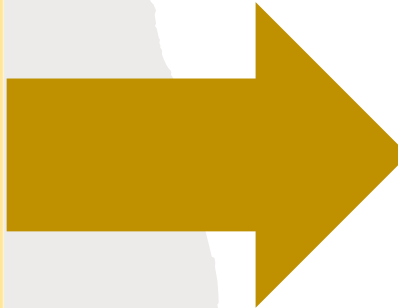
The Distinct Leader

Essential Building Blocks for *Sustaining* Leadership Success



Your Leadership Portfolio

Your Success Checklist



Success Building Blocks Checklist - Completed

Block 1:

- My definition of leadership
- Understanding the difference between leadership & management – being a Complete Leader
- My vision - defined

Block 2:

- My distinct contribution - skills, talent, backstory
- My leadership philosophy
- My GPS – guiding principles statement
- My Business Partner Profile – financial stewardship

Block 3:

- Able to clearly identify essential results
- Adequately learned how to track activity
- Use of tracking tools
- Learned how to use appropriate time cycles

Block 4:

- My self-profile
- Team personality chart
- Team rapport check-up, individually & team
- Team morale check up
- Established community guidelines / team agreements

Block 5:

- Process in place, practicing continuous improvement
- Promoting culture of learning, sharing, innovation
- Seeing the value & use of the 1% edge

Block 6:

- Vision refresh – learning to “stretch grow” – vision evolution

Plan Forward > Cultivating & Sustaining Momentum

- Weekly planning / strategy built into your schedule?
- What do you want to continually promote? (themes, attitudes, learnings)
- Where do you want to see continuous improvement?
- How will you use your staff meetings to fulfill the above?

Effective Leadership:

- > Personal discipline
- > Focus
- > Consistent, informed, strategic action
- > The ability to "self-coach" = continuous improvement



Exercising Your Leadership Muscles – Demonstrating Your Ability to Lead to Improvement

Level 1



Level 2

Vision = formulated Improvements



Vision Realized

The 1% edge

The test of effective leadership (*the complete leader*) => Execution through reality

Needed Qualities:

Discipline

Determination

Navigating & negotiating unforeseen roadblocks/ challenges

Flexible

Resourceful

Resilient

Key Tool to Better Results

How you effectively:

- Plan & track actions
- Timely assess results of those actions in manageable increments (milestones)
- Using time as your tool & guide / strategic use of “time cycles”)
- Time Tools *provide* => **Proof of results; documents** your activities, capabilities
- Use a **Performance Tracker**

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Critical Career Tip:

DON'T rely on your memory! Have a portfolio of...

Weekly Worksheet | Week of:

This Week: Strategic Plan - Focus - To Dos

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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This Week: Results

Your Leadership Portfolio...

Should include:

- ✓ Lessons learned
- ✓ Your development journey
- ✓ Classes
- ✓ Certifications
- ✓ Documented action plans
- ✓ Demonstrated outcomes, results
- ✓ Financial value delivered